

Canvassing Clerk

Department: Town Clerk's Office

Classification: Full Time 35 hours per week

GENERAL PURPOSE:

The Canvassing Clerk is responsible for performing specialized clerical work that includes the skilled operation of the Central Voter Registration System (CVRS) that is connected to all 39 cities and towns in the State as well as to the Secretary of State and the Board of Elections. Provides preparation and maintenance of all records for the town concerning Voter Registrations, Elections and Financial Town Referendums. Performing these duties to ensure all town voter registrations, elections and referendums are properly conducted and in full compliance with State Board of Elections and Secretary of State requirements and training. Also provides assistance with all general duties within the Town Clerk's Office.

SUPERVISION RECEIVED

Works under the general supervision of the Town Clerk and the Supervising Clerk.

RESPONSIBILITIES

Day to day responsibilities include but are not limited to the following:

- Processing applications for voter registrations received through the CVRS, the Division of Motor Vehicles, at the counter, through the mail, at the polling site or the Board of Elections
- Prepare and send mail ballot applications to all voters who are shut-ins at home, reside in a nursing home or in an assisted living facility
- Processes the mail ballot applications into CVRS
- Receive and document Declaration Papers for candidates
- Reviews and confirms the verification of signatures on nomination papers
- Prepares applicable paperwork for election poll worker appointments
- Must be able to attend training and seminars at the Board of Elections and Secretary of State's Office in Providence
- Post and schedule Board of Canvass meeting agendas and take minutes.
- Create election schedules and meet deadlines
- Must be able to work overtime during election season when necessary
- Track and prepare all accounts payable and ordering of office supplies

Per AFSCME contract, all employees in the Clerk's Office may be cross trained to cover each other's duties which will include handling public at the counter, land evidence recording and research.

- Performs related work as required and provides coverage of the office
- Assist with probate, telephone, mail, vital records, licensing and any further duties directed by the Town Clerk or necessary with cross training

The duties listed above are intended only as illustrations of the various types of work that must be performed on a daily and routine basis. The omission of a specific statement of duties does

not exclude them from the job position, if the work is similar, related or a logical assignment to the respective position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

Must have sufficient knowledge of general office equipment including but not limited to a network computer and proficient use of the internet

Knowledge of Office Word and Excel programs

Skills

Must demonstrate the following skills

- Ability to meet the public courteously and effectively
- Effective verbal and listening communications skills
- Effective organizational skills and time management skills
- Ability to show initiative and accept responsibility
- Ability to understand and follow written and oral instructions
- Ability to communicate effectively verbally and in writing
- Ability to operate general office equipment
- Ability to complete work with minimal supervision
- Ability to perform a variety of tasks with speed, competence and accuracy
- Ability to establish and maintain effective working relationships with Board members, other departments and the general public
- Ability to conform to general office practices and procedures

Personal Attributes

Must also demonstrate the following personal attributes:

- Be honest, trustworthy and respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Practice punctuality, respect for deadlines, collaborative problem solving and communication

TOOLS AND EQUIPMENT USED

Requires frequent use of general office equipment, including but not limited to a network computer using the CVRS, internet and other canvassing related software, familiarity with Office Word and Excel, laser printer, copy machine and land evidence and vitals software.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to occasionally lift and/or move up to 20 pounds. (such as land evidence books, archival boxes, BOC records)

WORK ENVIRONMENT

The building hosts a smoke free environment. The work environment is characteristic of a general office setting. The noise level is usually moderately quiet. General public, Town officials and other personnel frequent the office for business purposes. Contact with the general public is on a constant, regular basis.